## Virginia Wireless E-911 Services Board Project Management Monthly Activity Report

Vendor: MAST International
Region/Locality: South-side Region
Period: Sept. 2004

	Act	ivity Repo	rt			
Task	Locality	% Complete	Total Hours	Hours this period	Comments	
	Δ	ctive Tasks				
Phase I						
(10)Logged/Verified Tower Locations	Dinwiddie			4	With most current info	
(10)Tasking update/review	Dinwiddie			4.25	For County Officials approval	
(10)Updates/Status/Training	Dinwiddie			3	For Acting PSAP Coordinator	
(11)T/C w/David Jolly	Dinwiddie			0.25	Coordinate meeting schedule	
(4)T/C w/Gilbert	Farmville			0.25	Re: FY 2006 Funding	
(10)On-site w/Gilbert	Farmville			2.5	Prepare/FU	
(10)Review implementation schedule	Farmville			2.25	Contact Stakeholders w/revisions	
(15)On-site/True-up Review	Farmville			4.5	FY 2004	
(3)Phase I Service Request for Nextel	Nottoway			0.5	Draft/Sign/Copy/Mail	
(4)FY 2006 Funding submission	Nottoway			1.75	Calculate figures	
(10)T/Cs Correspondence w/WSPs	Nottoway			1.75	Coordination re: testing dates/forms	
(10)T/Cs Correspondence w/Stakeholders	Nottoway			0.75	Re: ALI display issue	
(10)T/Cs Correspondence w/Stakeholders	Nottoway			1.5	Re: Triton Continuity testing	
(10)Signaling Sequence verification	Nottoway			2.5	TVW for Verizon/Alltel/Triton	
(10)Logged/Verified Tower Locations	Nottoway			1.75	New Nextel/Alltel Towers	
(14)On-site w/Triton	Nottoway			8	Re: Continuity testing issues	
(14)Phase I testing with Verizon	Nottoway			6	Testing successful	
(14)Phase I testing w/Alltel	Nottoway			1	Testing not successful must be resched	
(14)Review procedures w/Nextel for testing	Nottoway			0.5		
(3)Phase I Service Request for Nextel	Region			0.5	Draft/Sign/Copy/Mail	
(10)T/C Correspondence w/Verizon	Region			0.5	Re: Alternate Call Routing/Fast Busy	
(10)Call Routing - draft letters	Region			1.25	Re: Request service/Plans	
(14)Review schedule	Region			1	Phase I testing cut overs	
Phase II						
(1)T/C w/Sgt. Almarode	Amelia			0.5	Review info for BOS	
(1)T/Cs w/Sgt. Almarode ref contract for mapping	Amelia			1	Amelia Board has not signed	
(1)Response to Amelia BOS questions	Amelia			2	Draft report for BOS	
(3)Phase I & II Service Request for Nextel	Amelia			0.75	Draft/Sign/Copy/Mail	
(10)Correspondence w/Ned Awad - Sprint	Amelia			0.25	Status of Phase II readiness	
(10)T/C Correspondence w/Sgt. Almarode	Amelia	1		1.75	Re: Nextel Traffic Plan & New Towers	
(10)T/C w/Randy Leonard	Amelia			0.25	Status of Phase II	
(11)Meeting w/Sgt. Almarode	Amelia			2.25	Re: PSAP Mapping Implementation	
(11)Prepare and deliver presentation	Amelia	1		2.5	Presentation for Amelia Supervisors	

(15)Titue-up review and corrections Amelia 2 Mtg. wSgt. Almarode on FY 2004 True-up Process (3)Phase J. Bit. Service Requests for Noxtel Brunswick 1.5 Draft/Sign/CopyMail 18 (4)FY 2006 Funding Submission Brunswick 2.5 Calculate figures (4)FY 2006 Funding Submission of PY 2006 (4)PK 2006 Funding Submission of PY 2006 Funding Submission of PY 2006 Funding Submission of PY 2006 (4)PK 2006 Funding Submission of PY 2006 Fundin					11/8/200
(3)Phase I & II Service Request for Nextel Brunswick 2.5 Carturing Submission Brunswick 2.5 Carturing Submission Brunswick 2.5 Carturing Submission Brunswick 0.25 Password needed for on-line submission of FY2006 (10)Weekly contact status call Brunswick 0.25 Sent to Lesile Weddington for Confirmation (10)TiCs Correspondence will stakeholders Brunswick 0.75 Sent to Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent to Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent to Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent Lesile Weddington for confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent Lesile Weddington for the confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.6 Sent Lesile Weddington for the confirmation (10)TiCs Correspondence will stakeholders Brunswick 1.5 Fe Live Data needed on Install details (10)TiCs Correspondence will details (10)TiCs Correspondence will stakeholders Brunswick 1.2 Sent Lesile Weddington (10)TiCs Correspondence will stakeholders Brunswick 1.2 Sent Lesile Weddington (10)TiCs Correspondence will stakeholders Brunswick 1.2 Sent Lesile Weddington (10)TiCs Correspondence will stakeholders Correspondence will	(11)Draft of responses to questions on mapping				]
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AUTIC Lesile Weddington ref. New password   Brunswick   0.25   Password needed for on-line submission of FY2006		Brunswick			
Institute   Brunswick   0.25   Continuence   Brunswick   0.75   Sent to Lesile Weddington for confirmation	(4)FY 2006 Funding Submission	Brunswick	2.5		
(10)Mapping & Nextel traffic plan correspondence   Brunswick   0.75   Sent to Leslie Weddington for confirmation (10)TrCs Correspondence will Stakeholders   Brunswick   1   Re: Alternate Call Routing/Fast Busy (10)Correspondence will stakeholders   Brunswick   0.5   Re: Updated contact info   10)TrCs Correspondence wWSPs/PSAP   Brunswick   3   Coordination re: testing distance from the control of the contr	(4)T/C Leslie Weddington ref. New password	Brunswick	0.25	Password needed for on-line submission	of FY2006
(10)T/Cs Correspondence w/Stakeholders		Brunswick	0.25		
(10)Correspondence wiIntrado (10)TCs Correspondence (	(10)Mapping & Nextel traffic plan correspondence	Brunswick	0.75	Sent to Leslie Weddington for confirmation	on
(10)Tics Correspondence wWSPs/PSAP Brunswick	(10)T/Cs Correspondence w/Stakeholders	Brunswick	1	Re: Alternate Call Routing/Fast Busy	
(10)On-site wCounty Officials (10)Tasking for PSAP Brunswick (10)Tasking for PSAP (10)Tasking for PSAP (10)Tasking for PSAP Brunswick (10)Tasking for PSAP (10)Tasking for PSAP Brunswick (11)Tasking for PSAP Brunswick (12)Tasking for PSAP Brunswick (13)Tasking for PSAP Brunswick (14)TCS Correspondence wPSAP Brunswick (15)TC to Lesie ref True-up breview Brunswick (15)TC to Lesie ref True-up breview Brunswick (15)TC to Lesie ref True-up breview (16)Tasking for PSAP Brunswick (17)Tasking for PSAP Brunswick (17)Tasking for PSAP Brunswick (18)Tasking for PSAP Brunswick (19)Tasking for PSAP Brunswick (19)Tasking for PSAP Brunswick (19)Tasking for PSAP Brunswick (10)Tasking for PSAP Coordinator (10)Tasking for PSAP Dimwiddie (10)Tasking for PSAP Dimwiddie (10)Tasking for PSAP Coordinator (13)Tasking for PSAP Coordinator (14)Tasking update/review (15)Tasking update/review	(10)Correspondence w/Intrado	Brunswick	0.5	Re: Updated contact info	
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(10)TiCs Correspondence w/Lesile	(10)On-site w/County Officials	Brunswick	4.5	Re: Status of Phase II implementation	
(10)Signaling Sequence verification   Brunswick   0.25   TVW for Alltel	(10)Tasking for PSAP	Brunswick	0.5	FU re: Data needed on install details	
(10)Logged/Verified Tower Locations	(10)T/Cs Correspondence w/Leslie	Brunswick	1.25	Re: Nextel Traffic Plan	
Italy   Tick   Correspondence w/PSAP   Brunswick   1   Prep for Alltel & Verizon Phase II testing   Italy   College   Italy	(10)Signaling Sequence verification	Brunswick	0.25	TVW for Alltel	1
(15)T/C to Leslie ref. True-up review   Brunswick   2   FY 2004 submitted w/ corrections   (1)T/C w/MicroDATA tech support   Charlotte   0.75   Re: Interface issues   (7)Correspondence w/DaPro/Microdata   Charlotte   1.5   Re: Sample database review   (10)Updates/query MicroDATA   Charlotte   1   Re: CAD interface   (10)Correspondence w/Lisa/TCS   Charlotte   0.75   Re: Routing info request   (10)Correspondence w/Lisa/TCS   Charlotte   0.75   Re: Routing info request   (15)Review FY 2004 True-up Documentation   Charlotte   0.25   (14)T/C w/Aaron   Cumberland   0.5   Re: Phase II testing schedules/status   (10)Correspondence w/Stakeholders   Cumberland   0.75   Re: Phase II testing schedules/status   (10)Review of Tasking Needs   Dinwiddie   1.5   For Phase II implementation   (10)Prepare Tasking issues   Dinwiddie   1.25   For BOS presentation   (11)On-site w/County Officials   Dinwiddie   0.5   Sent to David Jolly   (13)Training note for acting PSAP Coordinator   Dinwiddie   0.5   Sent to David Jolly   (15)FY 2004 True-up Documentation   Dinwiddie   0.5   Sent to David Jolly   (15)FY 2004 True-up Documentation   Dinwiddie   0.5   Set Approval from PSAP & Signature   (1)FY/COAT True-up Carry-over   Dinwiddie   0.5   Set Approval from PSAP & Signature   (1)FY/COAT True-up Carry-over   Dinwiddie   0.5   Ref. Installation schedule   (1)FY/COAT True-up Carry-over   Dinwiddie   0.5   Ref. Insta	(10)Logged/Verified Tower Locations	Brunswick	0.25	New Nextel Towers	1
(I)T/C w/MicroDATA tech support (T/Correspondence w/DaPro/Microdata (Tolytoerspondence w/DaPro/Microdata (Tolytoerspondence w/DaPro/Microdata (Tolytoerspondence w/DaPro/Microdata (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolyte (Tolytoerspondence w/Lisa/TCS (Tolytoerspondence w/Lisa/TCS (Tolytoerspondence w/Lisa/TCS (Tolytoerspondence w/Lisa/TCS (Tolytoerspondence w/Lisa/TCS (Tolytoerspondence w/Stakeholders (Tolytoerspondence	(14)T/Cs Correspondence w/PSAP	Brunswick	1	Prep for Alltel & Verizon Phase II testing	1
Formation   Form	(15)T/C to Leslie ref.True-up review	Brunswick	2	FY 2004 submitted w/ corrections	1
Content   Cont	(1)T/C w/MicroDATA tech support	Charlotte	0.75	Re: Interface issues	1
Charlotte   0.75   Re: Routing info request	(7)Correspondence w/DaPro/Microdata	Charlotte	1.5	Re: Sample database review	1
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(15)Follow-up w/Jerry Spates/Gilbert WoodFarmville1.25FY2004 True-up issues(1)Phase II Mapping RFPHalifax5.75Edit/Release/Questions(4)T/C w/Allen BoberHalifax0.25Re: FY 2006 Funding submission(10)Updated Contact informationHalifax0.5With most current info(15)True-up reviewHalifax0.75FY 2004(4)FY 2006 Funding SubmissionMecklenburg1Calculate figures(10)T/Cs Correspondence w/StakeholdersMecklenburg0.5Re: Alternate Call Routing/Fast Busy					1
(1)Phase II Mapping RFP       Halifax       5.75       Edit/Release/Questions         (4)T/C w/Allen Bober       Halifax       0.25       Re: FY 2006 Funding submission         (10)Updated Contact information       Halifax       0.5       With most current info         (15)True-up review       Halifax       0.75       FY 2004         (4)FY 2006 Funding Submission       Mecklenburg       1       Calculate figures         (10)T/Cs Correspondence w/Stakeholders       Mecklenburg       0.5       Re: Alternate Call Routing/Fast Busy				FY2004 True-up issues	1
(4)T/C w/Allen Bober     Halifax     0.25     Re: FY 2006 Funding submission       (10)Updated Contact information     Halifax     0.5     With most current info       (15)True-up review     Halifax     0.75     FY 2004       (4)FY 2006 Funding Submission     Mecklenburg     1     Calculate figures       (10)T/Cs Correspondence w/Stakeholders     Mecklenburg     0.5     Re: Alternate Call Routing/Fast Busy					
(10)Updated Contact information       Halifax       0.5       With most current info         (15)True-up review       Halifax       0.75       FY 2004         (4)FY 2006 Funding Submission       Mecklenburg       1       Calculate figures         (10)T/Cs Correspondence w/Stakeholders       Mecklenburg       0.5       Re: Alternate Call Routing/Fast Busy					
(15)True-up review     Halifax     0.75     FY 2004       (4)FY 2006 Funding Submission     Mecklenburg     1     Calculate figures       (10)T/Cs Correspondence w/Stakeholders     Mecklenburg     0.5     Re: Alternate Call Routing/Fast Busy	\ /				
(4)FY 2006 Funding Submission     Mecklenburg     1     Calculate figures       (10)T/Cs Correspondence w/Stakeholders     Mecklenburg     0.5     Re: Alternate Call Routing/Fast Busy	1 7 1				1
(10)T/Cs Correspondence w/Stakeholders Mecklenburg 0.5 Re: Alternate Call Routing/Fast Busy			1		1
			0.5		
1/10)T/Cs Correspondence w/WSPs   Mecklephura     1 1 75   ICoordination registering datas/forms   1	(10)T/Cs Correspondence w/WSPs	Mecklenburg	1.75	Coordination re: testing dates/forms	
(10)On-site w/Linda Cage Mecklenburg 2.25 Re: Dispatcher training material					
(10)T/C w/Linda Cage Mecklenburg 2.25 Re: Dispatcher training material 0.25 Re: Scheduling					
(10)Tasking for PSAP Mecklenburg 0.5 Research info					
Troy rasking for 1 3/11	I(10) Lasking for F SAF	WECKIETIDATY	0.5	inesearch iiilo	J

(14)T/Cs Correspondence w/PSAP	Mecklenburg	0.5	Prep for Alltel Phase II testing
(14)E-mail ref. Testing schedule	Mecklenburg	0.25	Verizon drive testing
1)T/C w/John Prosise/Stakeholders	Nottoway	2.25	Re: Mapping Vendor selection/Award of cont
4)Review of price quote	Nottoway	0.5	Re: Voice data systems
5)T/Cs w/Ronnie Roark	Nottoway	0.5	Re: Contract signing for mapping
8)Call routing for testing w/Alltel	Nottoway	0.5	
9)Communication review	Nottoway	0.5	For Data access
10)T/Cs w/John Prosise	Nottoway	0.75	Re: T-1 for map updates
10)Follow-up w/Gloria Gray/Emmy Isbell/Sprint	Nottoway	0.5	Ref. ALI display
10)Review/correct Triton TVW	Nottoway	1	
10)T/C Katie ref Sprint billing	Nottoway	0.5	Confirm documentation
11)T/Cs w/Gloria/Sheriff	Nottoway	0.25	Confirm date/time of regional meeting
15)True-up review	Nottoway	1.25	FY 2004
3)FU on Phase II service request letters	Region	1	Re: 6 month windows
4)Review Schedule & make PSAP noticiations	Region	1.5	Re: FY 2006 Funding submission
4)T/Cs to Terry Mayo/Doroth Spears-Dean	Region	0.5	Ref. FY2006 online submissions
8)T/Cs Correspondence w/WSPs	Region	2	Tower confirmations/Data base changes
10)Planning meetings	Region	4.5	Status/updates/tasking
10)Tasking Issues	Region	2.25	Reconfirmed timelines
10)TVW Verifications	Region	0.75	Review/verify/correct
10)Coordinate documentation	Region	4.25	Re: PSAP Phase II issues
10)Cataloge RFP responses	Region	0.5	Insert into regional PSAP binders
10)Confirmation of Towers/Routing/Traffic Plans	Region	8.25	Prep for Phase II/Issues
10)Nextel processing of request letters	Region	1	Implementation of timelines
10)Weekly Contact Calls	Region	4	Prepare/Conduct/Follow up
10)T/Cs Correspondence w/WSPs	Region	3.5	Re: Phase II testing schedules/TVWs
10)T/Cs Correspondence w/WSPs	Region	1.25	Re: New/Additional towers
10)T/Cs Correspondence w/Vendors	Region	0.5	Re: Updates/status
10)T/C Correspondence w/Stakeholders	Region	1.5	Re: Alternate Call Routing/Fast Busy
10)T/Cs Correspondence w;/Nextel/Intrado	Region	3	Re: deployment tasks
10)Create/update Phase II test schedule	Region	1.25	With most current updates/changes
10)Update WSPs/Vendor/PSAP Contact Sheet	Region	0.75	With most current updates/changes
10)Update Service Request Tracker	Region	0.75	With most current updates/changes
10)Update Deployment Tracker	Region	1.25	With most current updates/changes
10)Update Quick Reference Report	Region	4	With most current updates/changes
10)T/Cs Correspondence w/Intrado	Region	2.75	Nextel planned deployments
10)Checked nena.org	Region	0.25	info on wireless checklist for PSAPs
11)Monthly Newsletter	Region	5	Create/Format/Mail
11)Southside Regional Meeting	Region	7.5	Prepare/Notify/Conduct/Follow up
11)Review draft report	Region	0.25	From E-911 institute
12)NENA Conf. Call w/Steve Marzolf	Region	1.25	Re: Proposed legislative changes
12)Reviewed nena.org	Region	0.25	Re: Info/New Updates/Minutes
12)Daily and Monthly Activity reports	Region	17	Enter information/calculate hours/review
12)CMRS Reports	Region	2.5	Review/Highlight/Correct
12)Annual PSAP Summary report	Region	3	Review
12)Attend Wireless Board Meeting	Region	3.75	
13)Dispatcher Training Manual	Region	66.75	Compile/research/review/edit material

(13)Training CD for Communications Officers	Region			2.5	Add autorun feature
(14)T/T Lisa/T-Mobile ref testing	Region			0.25	
(14)Reconfirm testing schedule w/WSPs	Region			1.25	Via e-mails for Sep/Oct 04
(15)True-up review	Region			1.5	FY 2004
			0	299.5	
	Com	pleted Task	s		
		1			
			0	0	

Issues of Importance					
Issue	Actions Proposed to Resolve Issue	Comments			
Nottoway Mapping contract	Contacted County Administrator	Contract to be mailed to selected Vendor			
Amelia Mapping contract	Darft presentation for Board of Supervisors	Answers to questions of concern			
Dinwiddie trasition to new PSAP Coordinator	Assist w/ Training issues for coordinator	David Jolly Acting PSAP Coordinator			